

**Scott Walker**  
Governor

**Jon E. Litscher**  
Secretary



**Office of Detention Facilities**  
819 North Sixth Street  
Room 128  
Milwaukee, WI 53203-1675  
Telephone: (414) 227-3997  
Facsimile: (414) 227-5232

## **State of Wisconsin Department of Corrections**

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August 2, 2017

Chief Dennis Nasci  
West Milwaukee Police Department  
4755 West Beloit Road  
West Milwaukee, WI 53214

**RE: 2017 Annual Inspection, West Milwaukee Municipal Lockup**

Dear Chief Nasci:

As you know, the Department of Corrections has the responsibility by statute to set reasonable standards and regulations for the design, construction, repair, and maintenance of municipal lockup facilities as defined in State Statute 302.30. The standards are set forth in the Department of Corrections Administrative Code, Chapter DOC 349. Annual inspections are also required of each facility to assess the safety, sanitation, adequacy, and fitness of each lockup pursuant to State Statute 301.37 (3). The 2017 annual inspection of the West Milwaukee Municipal Lockup was conducted on July 27, 2017. This report summarizes the results of the annual inspection.

### **INSPECTION SUMMARY**

#### **Physical Environment 349.07**

The two cells and adjacent booking areas were inspected and found to be in good condition. All doors and locks were found to be in working order, as were the toilets and sinks. The monthly cell and fire escape locks and doors are being inspected and documented in accordance with DOC 349.12(3)(5). These inspections continue to be completed on a weekly basis, which is an excellent practice that ensures the readiness of the facility.



#### **Sanitation and Hygiene 349.08**

The inmate hygiene supplies located at the facility were found to meet code standards. All areas of the detention and booking area were found to be clean and well organized.

### **Health Care 349.09**

The West Milwaukee Municipal Lockup uses an admission screening form (DOC 349.17), which is to be completed on each individual being detained in a cell. A review of the completed admission screens found that a health screening form is being completed on each individual being booked at the facility. This is an excellent practice that allows your staff to obtain an understanding of the medical and mental health issues of all persons being detained. Current West Milwaukee procedure stipulates that medications will be placed with the arrestee's property and that no medications brought into the facility by an individual will be administered unless authorized by the shift commander.

### **Fire Safety 349.10**

The facility was found to be in compliance of DOC 349.10(4) Fire Safety. The most recent fire inspection by the Village of West Milwaukee Fire Department was completed on 2/2/17. An evacuation route is posted and fire protection equipment is maintained should the need arise.

### **Records and Reporting 349.11**

A review of the admission screening and booking reports revealed that appropriate information is being obtained on all individuals being booked into the West Milwaukee Municipal Lockup. Since the last annual inspection in 2016, there have been no unusual occurrences reported to this office. As an annual reminder, please have your staff contact my office at (414) 227-3997 within 48 hours to report any of the following incidents in the detention area:

- An inmate dies.
- An inmate attempts suicide and is admitted to a hospital.
- An inmate or staff have been injured and are hospitalized due to the injury.
- An inmate escapes or attempts to escape from confinement.
- There is any significant damage to the lockup affecting the safety or security of the lockup.

### **Security 349.12**

Cell checks are being completed and documented as required. A review of completed booking sheets found that security checks are generally being conducted and documented [REDACTED] minutes for adult detainees placed in a cell. Additional security checks are being completed and documented for those placed on the bench or in the second booking room, approximately every [REDACTED] minutes. [REDACTED]

### **Detention of Juveniles 349.21**

Your Department has submitted policies and procedures to hold juveniles as outlined in DOC 349.21 that were approved by this office. Policies and procedures are in place to maintain sight and sound separation. All juvenile files were separate from adults, and appropriate information is being obtained on all juveniles booked into the facility. Sight and sound separation is also being maintained between adults and juveniles. A review of logs indicated that physical security

checks of juveniles are occurring approximately [REDACTED] minutes and no juveniles were found to have been securely detained for longer than 6 hours. Juveniles are primarily being held on the bench in the booking rooms.

### **Approval**

The West Milwaukee Municipal Lockup is approved for the detention of adults for up to 72 hours and for the detention of delinquent youth for up to 6 hours. This approval is with the understanding that continued compliance with the Department of Corrections Administrative Code, Chapter DOC 349, and applicable state statutes is maintained and that sight and sound separation between adults and juveniles occurs.

I would like to thank you and Captain Richard Durica for your assistance during the inspection and for providing the necessary information for the review of your lockup's operations. Please feel free to contact me should you have any questions, or if I may be of assistance to you and your Department.

Sincerely,



Gregory A. Bucholtz, Inspector  
Office of Detention Facilities

Cc: Kim Egan, Village Administrator  
Richard Durica, Captain  
Kristi Dietz, ODF Director  
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